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*To enrich lives through effective and caring service*

April 22, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**COUNTYWIDE CLASSIFICATION ACTIONS  
(ALL DISTRICTS - 3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to reflect classification changes and to implement classification studies; to correct Section 6.10.105 (POST bonus) to restore a District Attorney class that was inadvertently omitted; and to update Section 6.10.140 (Bilingual pay) to reflect additional classes to be excluded from bilingual pay.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board has instructed the Director of Personnel to submit classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. The development and maintenance of the County=s classification system is one of the Department of Human Resources= (DHR) primary functions.

Your Board=s approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

### Implementation of Strategic Plan Goals

Approval of the accompanying ordinance will further the County Strategic Plan, Organization Effectiveness Goal, to achieve departmental operational needs and to maintain consistency in personnel practices throughout the County.

These classification recommendations will ensure the proper classification of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents. This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified downward, laterally, and upward are consistent with the class concepts of the new positions. These actions are recommended based upon accepted principles of classification and are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification of positions and employees facilitates good business operations and can reduce the number of costly personnel-related problems (Attachments A, B, C, D-1, and D-2).

### Dispatcher Series

As a result of a countywide study of all budgeted dispatcher positions, eight (8) existing classes in the Sheriff and Fire Departments have been consolidated into a new generic Public Response Dispatcher series comprised of four (4) classes (Attachment A). The new salary schedule has been established at the level of the existing Fire Dispatcher series. Allocations were made based upon the study findings which concluded that the scope and level of responsibilities assigned to the positions in both departments were comparable (Attachment C). This action fully supports DHR's strategy to reduce the overall number of classifications countywide and to develop generic classifications where feasible.

### Facilities Operations and Craft Management Series

Four (4) classes in the Building Crafts Manager, Health Services (BCM, HS) series were title changed to create a new generic Facilities Operations and Craft (FOC) Management series for positions assigned to manage facilities and building crafts functions at various County facilities (Attachment D-1). The specific department allocations are listed on Attachment D-2. There were no upward classification actions – only lateral and downward classification actions are being recommended. In addition to consolidating classes, the creation of this new series corrects the longstanding salary inequity that had existed between the Building Crafts Manager II and the Building Crafts Manager III classes.

### **FISCAL IMPACT/FINANCING**

The projected countywide net County cost resulting from these actions is \$83,133 annually based upon current salaries as of October 1, 2002. The Dispatcher study cost is \$110,280 annually which is partially offset by cost savings of \$27,147 from downward reclassification actions in other classes. However, it should be noted that the estimated cost savings will be realized in the future as these positions become vacant and are filled at the recommended lower level.

Most of the cost from these actions relates to the 76 upward position reclassifications in the in the Sheriff's Department resulting from the Countywide Dispatcher study. The individuals promoted as a result of these upward reclasses would receive an increase of approximately 5 2 percent. The cost increases associated with upward reclasses will be absorbed within the Board adopted budget for each affected department. No additional funding is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

#### Class Deletions

Four (4) represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and are being deleted from the County=s classification system. (Attachment A). This action supports DHR's strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

### New Classes and Title Changes

Five (5) new classes are being created and the titles of 38 classes are being changed in the County's classification system (Attachment A). These new classes and title changes more accurately reflect the level of work and scope of responsibilities assigned and will better serve departmental needs. Most of the title changes listed are associated with the Countywide Information Technology study and are being implemented to reflect current Information Technology classification practices found in the public and the private sectors. As mentioned in an earlier paragraph, the Manager III, FOC (former title: BCM III, HS) has a salary change associated with it to correct a longstanding salary inequity. Your approval of these recommendations will allow the deletion of several classes at a later date after the incumbents have been appointed to positions in the new classes.

### Reclassifications

There are 244 positions in 10 departments being recommended for reclassification (Attachments B, C, and D-2). The duties and responsibilities assigned to these positions have changed since the original allocations were made. The positions would be more appropriately classified in the recommended classes.

### Authority

The County Charter (Article VI) authorizes the Director of Personnel to establish and maintain "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5 of the County Code.

### Approvals

- The Chief Administrative Officer has reviewed these recommendations.
- The Department of Human Resources has conducted appropriate consultations with the impacted employee organizations.
- The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

The Honorable Board of Supervisors  
April 22, 2003  
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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification of positions and employees.

Respectfully submitted,

Michael J. Henry  
Director of Personnel

MJH:STS  
AW:vmh

Attachments (5)

c: Chief Administrative Officer  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

## ATTACHMENT A

### CLASSES RECOMMENDED FOR ADDITION

Benefit designations are being shown for information only and are not part of the County Code.

<b>Savings/Health Plan</b>	<b>Item No.</b>	<b>Title</b>	<b>Salary Schedule &amp; Level</b>
Choices	6040	Automotive Maintenance Assistant	59F
Choices	2450	Public Response Dispatcher I	69F
Choices	2451	Public Response Dispatcher II	75F
Choices	2452	Public Response Dispatcher Specialist	78E
Choices	2453	Supervising Public Response Dispatcher	79F

### REPRESENTED CLASSES RECOMMENDED FOR DELETION

<b>Item No.</b>	<b>Title</b>
6373	Assistant Baker
6371	Baker Helper
5609	Occupational Health Technician
5116	Vocational Nurse Trainee

**ATTACHMENT A****NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
2637	Assistant Manager, EDP Maintenance & Operations, Sheriff	Assistant Manager, Systems Maintenance & Operations, Sheriff
6685	Building Crafts Manager I,HS	Manager I, Facilities Operations and Crafts
6686	Building Crafts Manager II,HS	Manager II, Facilities Operations and Crafts
6688	Building Crafts Manager IV,HS	Manager IV, Facilities Operations and Crafts
2542	Data Processing Contracts Analyst	Information Systems Contracts Analyst
2573	Data Processing Manager I	Information Systems Manager I
2574	Data Processing Manager II	Information Systems Manager II
2569	Data Processing Specialist I	Information Systems Specialist I
2570	Data Processing Specialist II	Information Systems Specialist II
2593	Data Systems Coordinator	Information Systems Coordinator
2595	Data Systems Supervisor I	Information Systems Supervisor I
2596	Data Systems Supervisor II	Information Systems Supervisor II
2597	Data Systems Supervisor III	Information Systems Supervisor III
2601	Departmental Data Processing Manager	Departmental Information Systems Manager
2526	EDP Principal Programmer Analyst	Principal Programmer Analyst
2530	EDP Programming Supervisor II	Programming Supervisor II



**ATTACHMENT A****NON-REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE (CONT'D)**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
2536	EDP Senior Support Analyst	Information Systems Senior Support Analyst
2537	EDP Supervising Support Analyst	Supervising Information Systems Support Analyst
2534	EDP Support Analyst I	Information Systems Support Analyst I
2535	EDP Support Analyst II	Information Systems Support Analyst II
1618	Head Family Support Officer	Head Child Support Officer
2543	Senior Data Processing Contracts Analyst	Senior Information Systems Contracts Analyst
1616	Supervising Family Support Officer	Supervising Child Support Officer

**REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
2588	Data Systems Analyst Aid	Information Systems Analyst Aid
2590	Data Systems Analyst I	Information Systems Analyst I
2591	Data Systems Analyst II	Information Systems Analyst II
2519	EDP Assistant Programmer Analyst	Assistant Programmer Analyst
2520	EDP Programmer Analyst I	Programmer Analyst I
2521	EDP Programmer Analyst II	Programmer Analyst II

**ATTACHMENT A****REPRESENTED CLASSES RECOMMENDED FOR TITLE CHANGE (cont'd)**

<b>Item No.</b>	<b>Current Title</b>	<b>New Title</b>
2518	EDP Programmer Analyst Trainee	Programmer Analyst Trainee
2529	EDP Programming Supervisor I	Programming Supervisor I
2525	EDP Senior Programmer Analyst	Senior Programmer Analyst
2551	EDP Senior Systems Programmer	Senior Systems Programmer
2550	EDP Systems Programmer	Systems Programmer
1613	Family Support Officer I	Child Support Officer I
1614	Family Support Officer II	Child Support Officer II
1615	Family Support Officer III	Child Support Officer III

**TITLE CHANGE AND SALARY CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Current Salary</b>	<b>New Title</b>	<b>Recommended Salary</b>
6687	Building Crafts Manager III, HS	102B	Manager III, Facilities Operations & Crafts	103B

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATIONS****COUNTY COUNSEL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Legal Office Support Assistant I 66C Represented	Senior Clerk 60L Represented

The Legal Office Support Assistant I (LOSA I) position is currently assigned to the Edmund D. Edelman's Children's Court and works in conjunction with the Department of Children and Family Services and its clientele to process and serve subpoenas. Based upon these duties, the position fails to meet the allocation criteria for the LOSA I class which provides a full range of clerical services for attorneys. The incumbent's duties are more consistent with those typically assigned to a Senior Clerk, a class which is responsible for performing highly specialized clerical duties requiring highly specialized knowledge of a particular function (subpoena processing/service). Therefore, we recommend downward classification of this position from LOSA I to Senior Clerk.

**DISTRICT ATTORNEY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
10	Data Conversion Equipment Operator I (DCEO I) 58L Represented	Intermediate Typist-Clerk 57E Represented
2	DCEO I 58L Represented	Witness Assistant I, DA 62E Represented
1	DCEO I 58L Represented	Intermediate Clerk 56F Represented
1	Senior DCEO 62L Represented	Intermediate Clerk 56F Represented

## **ATTACHMENT B**

### **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

#### **DISTRICT ATTORNEY (cont'd)**

The 10 DCEO I positions are assigned to various offices and are primarily responsible for entering witness information into the Prosecution Information Management System (PIMS), generating subpoenas and other legal documents, checking and updating court date information, and receiving, sending, locating, logging, and distributing files. The positions have well-defined assignments and are required only to have general recognition and understanding of various legal codes. Accordingly, all 10 positions are being recommended for downward reclassification to Intermediate Typist-Clerk.

The primary responsibilities of the two (2) DCEO I positions assigned to the Glendale and Florence offices are to coordinate the appearance of witnesses to testify in court and to keep all pertinent parties apprised regarding the status of a specific case. These responsibilities are fully consistent with the allocation criteria for the Witness Assistant I, DA class. Therefore, both are recommended for upward reclassification to Witness Assistant I, DA.

The DCEO I position assigned to the Inglewood office directs visitors at the front counter, screens incoming phone calls, and types daily logs for all subpoenas and probation case file copies. The level of duties assigned is fully consistent with the classification standards for an Intermediate Clerk. By definition, this class performs specialized clerical duties requiring a working knowledge of specialized subject matter and specialized clerical functions. Since the position is required to perform only light typing, it is recommended for downward classification to Intermediate Clerk.

The Senior DCEO position is primarily responsible for assisting the branch and area timekeepers in reviewing, recording, and maintaining timekeeping records for employees located in 26 different branch and area offices. Since these duties are routine and follow established procedures and guidelines, the position fully meets the criteria for allocation to the class of Intermediate Clerk as defined in the preceding paragraph. Therefore, this position is also recommended for downward reclassification to Intermediate Clerk.

**ATTACHMENT B****RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)****PUBLIC LIBRARY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings And Salary</b>
1	Safety Officer 82K Represented	Safety Officer I 85A Non-Represented

The subject position has full management responsibility for the department's safety and accident prevention program including development of the state-mandated Illness and Injury Prevention Program (IIPP). The position also designs and implements safety policies and procedures, safety plans, safety audits and inspections, training programs, and reviews and eliminates workplace hazards to ensure compliance with the California State Occupational Safety and Health Administration (Cal OSHA) regulations. Positions allocated in the County as Safety Officer I have a broader role in the management of the department safety and accident prevention program than those allocated to the class of Safety Officer. Accordingly, this position is recommended for upward reclassification to Safety Officer I.

**OFFICE OF PUBLIC SAFETY**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings And Salary</b>
4	Automotive Services Assistant 64F Represented	Automotive Maintenance Assistant (new class) 59F Represented

The subject positions schedule and arrange for the ongoing preventative maintenance, servicing, and repair of an assigned fleet of vehicles within the department. The positions also perform routine inspections of assigned vehicles, various clerical duties, and drive vehicles to and from employee work locations, County garages, and other locations as required.

## ATTACHMENT B

### **RECOMMENDATIONS FOR POSITION RECLASSIFICATION (cont'd)**

#### **OFFICE OF PUBLIC SAFETY (cont'd)**

The positions fail to meet the allocation criteria for the Automotive Services Assistant class which was originally established to coordinate and expedite the maintenance, repair, assignment and dispatch of all motor vehicles within the now defunct Air Pollution Control District. The scope of work, level of responsibility, and extent of independence delegated to this class when it was originally established was at a much higher level than those currently assigned to the subject positions. Therefore, the Automotive Maintenance Assistant class has been created to appropriately describe the responsibilities and duties of the subject positions and we recommend the downward reclassification of the aforementioned positions.

#### **DEPARTMENT OF PUBLIC SOCIAL SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Reproduction Typist 60D Represented	Intermediate Typist-Clerk 57E Represented

The subject position is assigned to the Procurement Services, Forms/Printing Services Unit where it performs various clerical duties related to the preparation of departmental documents for printing. Specifically, the position is assigned to type, photocopy, update logs and files, and provide the status of revisions to program staff. The scope and level of this work is comparable to other Intermediate Typist-Clerk positions throughout the County that also have responsibility for revising departmental forms and documents using computer applications and photocopiers. The Reproduction Typist class has been deemed obsolete based upon its defined duty to operate machinery no longer in use within the County (i.e., cold or phototypesetter machines) to prepare documents for duplication. Therefore, the subject position is recommended for downward reclassification to Intermediate Typist-Clerk.

## ATTACHMENT C

### RECOMMENDED RECLASSIFICATIONS – DISPATCHER CLASSES (All “A” positions)

DEPARTMENT	NO. OF POS	PRESENT CLASSIFICATION	NO. OF POS	CLASSIFICATION FINDINGS
<b>FIRE DEPARTMENT</b>	8	Fire Dispatcher I (69F)	8	Public Response Dispatcher I (69F)
	74	Fire Dispatcher II (75F)	74	Public Response Dispatcher II (75F)
	4	Fire Dispatcher Specialist (78E)	4	Public Response Dispatcher Specialist (78E)
	12	Supervising Fire Dispatcher (79F)	15	Supervising Public Response Dispatcher (79F)
	3	Head Fire Dispatcher (81F)		
<b>SHERIFF</b>				
<b>General Support Services</b>	1	Communication Operator I, Sheriff (66F)	1	Public Response Dispatcher I (69F)
	70	Communication Operator II, Sheriff (72F)	1	Senior Clerk (60L)
			66	Public Response Dispatcher II (75F)
	6	Supervising Communications Operator, Sheriff (76F)	3	Public Response Dispatcher Specialist (78E)
			6	Supervising Public Response Dispatcher (79F)
<b>Patrol</b>	1	Communication Operator II, Sheriff (72F)	1	Senior Typist-Clerk (61K)
<b>TOTAL POSITIONS:</b>	<b>179</b>		<b>179</b>	

**ATTACHMENT D-1****COUNTYWIDE BUILDING CRAFTS MANAGER STUDY  
RECOMMENDED TITLE CHANGES**

<b>Current Title</b>	<b>Current Salary</b>	<b>New Title</b>	<b>Proposed Salary</b>
Building Crafts Manager I, HS	96J	Manager I, Facilities Operations and Crafts	96J
Building Crafts Manager II, HS	102B	Manager II, Facilities Operations and Crafts	102B
Building Crafts Manager III, HS	102B	Manager III, Facilities Operations and Crafts	103B
Building Crafts Manager IV, HS	N23 R13	Manager IV, Facilities Operations and Crafts	N23 R13



## ATTACHMENT D-2

### RECOMMENDED RECLASSIFICATIONS – BUILDING CRAFTS MANAGER CLASSES (All “A” positions unless otherwise noted)

DEPARTMENT	NO. OF POS	PRESENT CLASSIFICATION	NO. OF POS	CLASSIFICATION FINDINGS
<b>HEALTH SERVICES</b>				
<b>Antelope Valley Cluster</b>	1	Building Crafts Manager I, HS (96J)	1	Manager I, Facilities Operations & Crafts (96J)
	1	Building Crafts Manager II, HS (102B)	1	Manager II, Facilities Operations & Crafts (102B)
<b>Coastal Cluster</b>	3	Building Crafts Manager I, HS (96J)	3	Manager I, Facilities Operations & Crafts (96J)
	1	Building Crafts Manager III, HS (102B)	1	Manager III, Facilities Operations & Crafts (103B)
<b>LAC+USC Healthcare Network</b>	3	Building Crafts Manager I, HS (96J)	3	Manager I, Facilities Operations & Crafts (96J)
	2	Building Crafts Manager II, HS (102B)	2	Manager II, Facilities Operations & Crafts (102B)
	2	Building Crafts Manager III, HS (102B)	1	Manager II, Facilities Operations & Crafts (102B)
			1	Manager I, Facilities Operations & Crafts (96J)
	1	Building Crafts Manager III, HS “O” (102B)	1	Manager II, Facilities Operations & Crafts “O” (102B)
	1	Building Crafts Manager IV, HS (R13)	1	Manager IV, Facilities Operations & Crafts (R13)
<b>Rancho Los Amigos</b>	1	Building Crafts Manager II, HS (102B)	1	Manager II, Facilities Operations & Crafts (102B)
	1	Building Crafts Manager III, HS (102B)	1	Manager III, Facilities Operations & Crafts (103B)

**ATTACHMENT D-2**

**RECOMMENDED RECLASSIFICATIONS – BUILDING CRAFTS MANAGER CLASSES**  
**(cont'd)**  
**(All “A” positions unless otherwise noted)**

DEPARTMENT	NO. OF POS	PRESENT CLASSIFICATION	NO. OF POS	CLASSIFICATION FINDINGS
<b>HEALTH SERVICES (cont'd)</b>				
<b>San Fernando Valley Cluster</b>	2	Building Crafts Manager I, HS (96J)	2	Manager I, Facilities Operations & Crafts (96J)
	1	Building Crafts Manager II, HS (102B)	1	Manager II, Facilities Operations & Crafts (102B)
<b>Southwest Cluster</b>	4	Building Crafts Manager I, HS (96J)	5	Manager I, Facilities Operations & Crafts (96J)
	1	Building Crafts Manager II, HS (102B)		
	1	Building Crafts Manager III, HS (102B)	1	Manager III, Facilities Operations & Crafts (103B)
<b>INTERNAL SERVICES</b>	8	Section Manager, Facilities Operations, ISD (102B)	8	Manager II, Facilities Operations & Crafts (102B)
<b>PARKS AND RECREATION</b>	1	Building Crafts Superintendent I (97F)	1	Manager I, Facilities Operations & Crafts (96J)
	2	Building Crafts Superintendent II (R10)	2	Manager I, Facilities Operations & Crafts (96J)
<b>SHERIFF</b>	4	Manager I, Craft Operations (R10)	4	Manager I, Facilities Operations & Crafts (96J)
	3	Manager II, Craft Operations (R12)	3	Manager II, Facilities Operations & Crafts (102B)
<b>TOTAL:</b>	<b>44</b>		<b>44</b>	



LEROY D. BACA, SHERIFF

County of Los Angeles  
Sheriff's Department Headquarters  
4700 Ramona Boulevard  
Monterey Park, California 91754-2169



April 21, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
Los Angeles, California 90012

Dear Supervisors:

**APRIL 22, 2003 - BOARD AGENDA ITEMS # 34 AND # 50**

On April 22, 2003, your Board will consider Items # 34 and # 50, county-wide classification actions. This item will eliminate a long standing inequity that currently exists between the Los Angeles County Sheriff's Department and Fire Department dispatchers compensation levels. The Sheriff's dispatchers are compensated at nine percent lower than their counterparts within the Fire Department.

I am pleased that the Department of Human Resources has determined that comparability exists between these dispatcher positions based upon assigned responsibilities. Your Board's approval of these items will recognize that the similarities of both departments' dispatchers warrant equitable compensation. I look forward to your Board's favorable action on these related items without further delay.

Sincerely,

LEROY D. BACA  
SHERIFF

*A Tradition of Service*



# COUNTY OF LOS ANGELES DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION/LOS ANGELES CALIFORNIA 90012  
(213) 974-2406 FAX (213) 621-0387

*To enrich lives through effective and caring service*

**MICHAEL J. HENRY**  
DIRECTOR OF PERSONNEL

May 8, 2003

To: Each Supervisor

From: Michael J. Henry  
Director of Personnel

Subject: **COUNTYWIDE CLASSIFICATION ACTIONS ITEM NUMBERS 55  
AND 107, BOARD AGENDA OF MAY 13, 2003**

Item No. 55 on the Board Agenda of May 13, 2003 is the Department of Human Resources' (DHR) recommendations regarding Countywide Classification actions. Item No. 107 includes the necessary County Code amendments to implement the recommended Countywide classification actions. On April 22, 2003, your Board carried over these DHR recommendations to implement a wide range of Countywide classification actions based on your concerns regarding the recommended consolidation of public safety dispatcher classes.

## **Background**

In February 1999, your Board approved the DHR Classification Strategic Plan which included a number of strategic initiatives including a five-year schedule to review and update classes in the County Classification Plan and, where possible, reduce the total number of classes. To achieve this goal, DHR developed a Classification Maintenance Program with a five-year classification review cycle to review all active classes and conduct key occupational studies to update, streamline, and simplify the County classification system.

## **DHR Recommendations/Dispatcher Classifications**

Item Numbers 55 and 107 include a recommendation to consolidate comparable dispatcher positions in the Fire and Sheriff's Departments. These recommendations are in accordance with 1) Civil Service Rule 5.01, Standards for the Classification of Positions and 2) the Board approved County Strategic Plan which establishes a goal of reducing the number of County classes. These recommendations also take into consideration the fact that most public jurisdictions surveyed combine Fire and Sheriff dispatchers into one class series.



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The findings of our classification study indicate that dispatchers in both Fire and Sheriff are required to:

- Respond and dispatch public safety personnel to critical, including life threatening, emergencies.
- Coordinate and deploy "back up" assets of public safety personnel.
- Monitor field units while emergencies are in progress.
- Provide assistance to the public, other public jurisdictions and other emergency services agencies.

The consolidation of existing public safety dispatchers will have significant benefits including:

- Assisting in the recruitment efforts for dispatchers in both the Sheriff and Fire Departments by increasing the candidate pool.
- Eliminating the need for duplicate competitive examinations which will 1) reduce costly administrative processes for separate but directly comparable classes and 2) enhance customer service by permitting an applicant to apply for similar dispatcher positions in different departments at one time.
- Correcting inequitable classification levels for directly comparable positions.
- Reducing the number of public response dispatchers classifications from eight to four.

The classification study found no significant difference in the nature, scope and level of work performed by incumbent Fire and Sheriff dispatchers. When the Fire Dispatcher class series was initially created in 1989, the job duties and responsibilities were assessed at the same level as the dispatchers in the Sheriff's Department and the salaries were set at comparable levels. Since that time, the negotiated salary adjustments received by the represented dispatchers in the Fire Department created the current salary inequity which will be resolved by consolidating the classes.

The Sheriff concurs with the dispatcher classification study and findings. The Fire Chief does not concur with the dispatcher classification study and findings. However, the Fire Chief would be willing to implement the consolidated dispatcher classes in two phases as follows: Phase 1) immediate implementation in the Sheriff's Department and Phase 2) the Fire Chief to work with the Chief Administrative Officer, DHR and the Executive Officer of the

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Employee Relations Commission to develop a plan to merge the Fire Department's Dispatchers into the new classes. We do not oppose such a two phased implementation approach.

Please let me know if you have any questions.

MJH:STS  
AW:cjc

C:

Sheriff's Department  
Fire Department  
Chief Administrative Officer  
✓ Executive Officer, Board of Supervisors  
Executive Officer, Employee Relations Commission